

How to fill out DMV-1-S — Sold Vehicle or Watercraft Notice

West Virginia · written against DMV-1-S (Rev 11/2021), issued under W. Va. Code 17A-4-1

The one-page report that takes a sold car off your record, addressed - and this is the detail that explains everything about it - to DMV Insurance in Charleston. West Virginia's compulsory-insurance computer sweeps every active title with an active plate, and until this notice lands, the record it sweeps still says the car is yours. The statute behind it is 17A-4-1's instruction to immediately notify the commissioner of a transfer; the form's own demands are exact: every line filled, both sellers signing where the title reads AND, and the buyer listed as UNKNOWN only where that is genuinely true.

This sheet is not the form. Download the blank DMV-1-S from the West Virginia Division of Motor Vehicles at https://webapps.transportation.wv.gov/TWS/WVDOTDocumentStorageMigration/PDF/Transportation/DMV/DMVFormSearch/DMV-1-S_Sold-Vehicle-or-Watercraft-Notice-wf.pdf — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Your details	Name, daytime phone, and the full address row including the county, in black ink. Watch out: The county appears again because enforcement is local - it is where an abandoned-vehicle or citation query about the car would first look for you.
2	YOU	The buyer's details	Name, phone if you have it, address from their license. Watch out: UNKNOWN is a printed last resort, not a convenience. A notice naming nobody protects you far less the day the car turns up somewhere it shouldn't be.
3	YOU	Vehicle, date and price	Make, VIN, year, title number, the date it changed hands and what was paid. Watch out: The footnote about an unknown sale date offering an approximate price is for messy old situations - on a fresh sale, date and price are the two facts you know best. Write them exactly.
4	YOU	Signatures - yours, and both of yours	Sign and date; a co-owner on an AND title signs the second row. Watch out: The certification is under penalty of law with the misdemeanor spelled out beneath. It is a short form; it is not a casual one.
5	BUYER	The buyer's rows	Have the buyer sign and date while the pen is still on the table. Watch out: Then post it to the insurance box and keep your photograph. Done the day of the sale, this is the cheapest insurance policy West Virginia offers a seller.

What gets this one rejected

- A blank anywhere on it. The foot says the notice will not be accepted if any lines are left blank - unknowns have printed answers, UNKNOWN for the buyer's name, an approximate figure for the price.
- One seller signature on an AND title. The bolded rule between the certification and the signature rows exists precisely because the conjunction follows the sale onto every document.
- Filing it for a car you scrapped. The form's own instruction: do not use this form if you have junked the vehicle - the junked car has different paperwork.
- Blue ink, decorative as it is. Section A's header says print using black ink only, and this is a form scanned into an enforcement system.
- Sitting on it for a season. The statute's timing word is immediately, and every week of delay is a week your name answers the insurance sweep for somebody else's car.

☒ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

DMV-1-S
Rev. 11/2021



West Virginia Department of Transportation
Division of Motor Vehicles
Sold Vehicle or Watercraft Notice

DMV Insurance
PO Box 17020 • Charleston, WV 25317
1-800-642-9066 • dmv.wv.gov

A) Owner/Seller's Information • PRINT USING BLACK INK ONLY

1 Name Rosalie M. Burdette Daytime Phone (304) 555 - 0142
Address 214 Sycamore Hollow Rd Kanawha St. Albans WV 25177
STREET ADDRESS COUNTY CITY STATE ZIP

B) Purchaser's Information • If vehicle was sold to a salvage yard or junk dealer, list the name below as the buyer.

2 Name Dorsey L. Maxwell Daytime Phone (304) 555 - 0187
Address 1522 Locust Ave Marion Fairmont WV 26554
STREET ADDRESS COUNTY CITY STATE ZIP

** If the buyer's name is unknown, list name as "UNKNOWN".*

C) Vehicle/Motorboat Information

3 Make Ford Serial/VIN Number 1 F M C U 9 G X 0 E U C 2 8 3 7 4 Year 2 0 1 4
Title Number 2 3 0 1 4 8 8 2 Date of Sale 08 / 14 / 2026 Sale Price \$ 9,200.00

D) Buyer/Seller Signatures

*I certify under penalty of law that the above information is true and accurate to the best of my knowledge.
**IF THE TITLE READS "AND", BOTH SELLERS MUST SIGN. IF AVAILABLE, HAVE BOTH BUYERS SIGN.*

4 (X) Rosalie M. Burdette DATE / /
SIGNATURE OF SELLER
(X) DATE / /
SIGNATURE OF SELLER
5 (X) Dorsey L. Maxwell DATE / /
SIGNATURE OF BUYER
(X) DATE / /
SIGNATURE OF BUYER

****ANY PERSON WHO KNOWINGLY: MAKES A FALSE STATEMENT; CONCEALS A MATERIAL FACT; OR OTHERWISE COMMITS FRAUD, IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A \$1000 FINE, ONE YEAR IMPRISONMENT, OR BOTH.**

****DO NOT USE THIS FORM, if you have junked the vehicle.**

****If the sale date is unknown, list the approximate price.**

****This notice will not be accepted if any lines are left blank.**